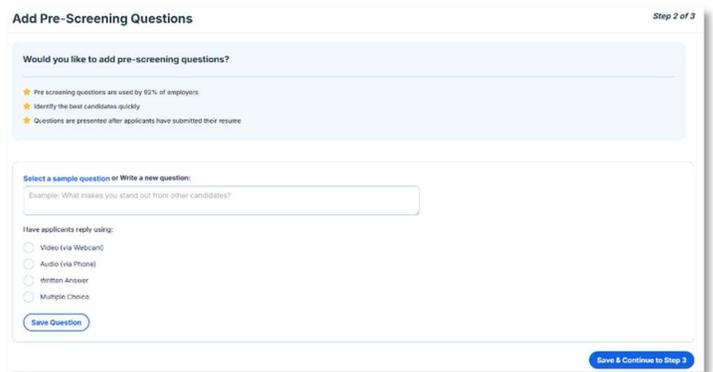
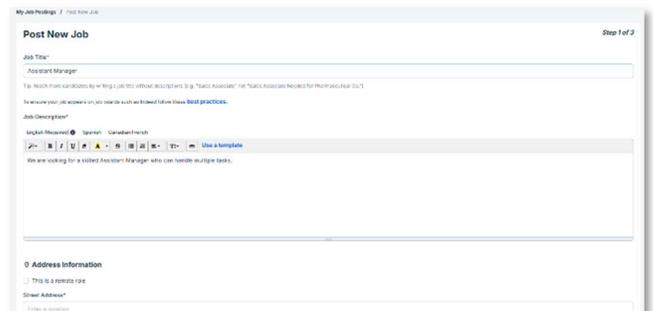
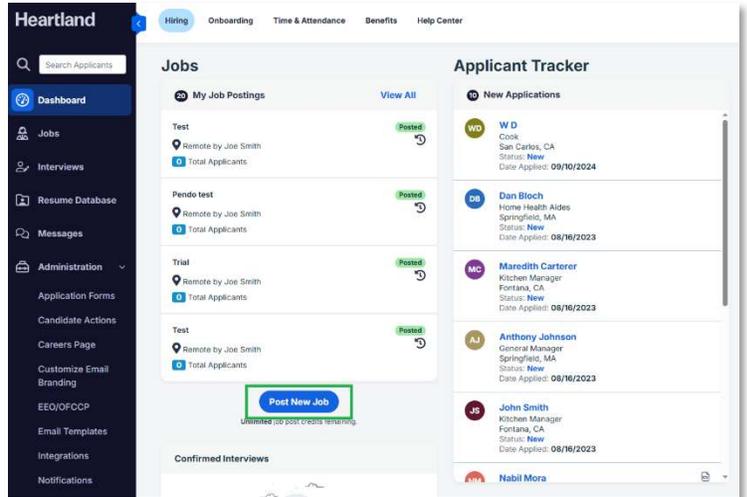


# Job Posting Quick Start Guide

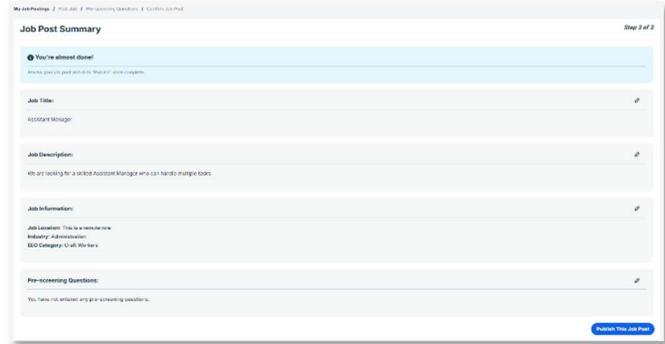
The following guide will walk you through the process of creating a basic job post and hiring applicants.

1. To post a new job, on the Hiring site, select the **Post New Job** on the main page under **Jobs**.
2. Enter the job information, including the job title, the job description, address information, information about the opening, compensation, and select an application form (if desired).
3. Select **Save & Continue to Step 2** on the lower right.
4. On the page that comes up, create any pre-screening questions you would like to ask applicants, and specify how you would like applicants to answer. Then select **Save & Continue to Step 3**.

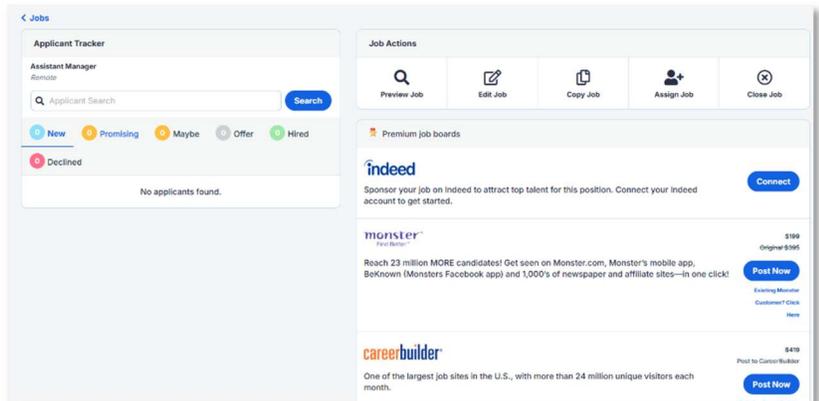


# Heartland

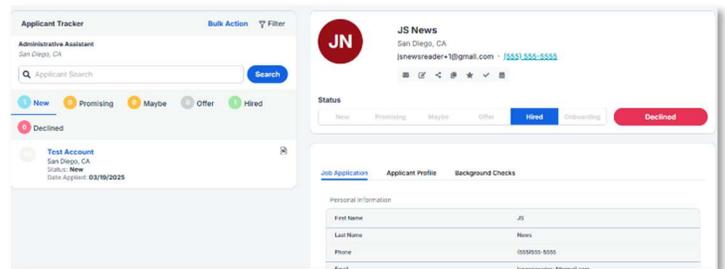
- On the third and final page, review your Job Post, and if you are ready, select **Publish this Job Post**.



- You will be directed to The **Job** page, where you can see the newly posted job along with any other positions you have posted. Here you will find a number of actions, including the ability to **Preview** the job, **Edit** it, **Copy** it, **Assign**, or **Close** it. You may also choose various job boards where you can post the position.



- Once you start receiving applicants, they will appear on this page. To view details about an applicant, select their name. Here you can manage their application, by changing their status to **Promising**, **Maybe**, **Offer**, **Hired**, or **Onboarding**.



If you select **Offer**, you will be able to select one of your customized offer letters to send it to the person. When the applicant is hired, change their status to **Hired** and this system will provide an option to send an onboarding package.